MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Certification Courses

SharePoint Designer 2010 Essentials

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2993	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Welcome to the SharePoint Designer 2010 Essentials workshop. You can use SharePoint Designer 2010 to design, build, and customize Web sites running on SharePoint Foundation 2010 and Microsoft SharePoint Server 2010.

In this workshop, you’ll learn how to create data-rich Web pages, build powerful workflow-enabled solutions, and design the look and feel of your site.

Course Outcomes

Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly.

By the end of this workshop, you should be able to:

- Open and Close SharePoint Designer 2010
- Understand the interface
- Use the Backstage View
- Open a Site using the open command or the Recent List
- Create a new blank web site
- Create a site from a template
- Save sites
- Close a site
- Understand the Tabs that appear based on your task
- Understand the Summary Pages that appear based on your task
- Add users or groups to your site and change site permissions
- Edit or delete a site
- Work with lists and libraries
- Create a new list or library
- Work with columns in lists and libraries
- Work with Site pages
- Work with version history
- Use content types
- Use Master Pages and content placeholders
- Work with content types
- Create a data view
- Add or remove columns from a data view
- Create a data form
- Edit a list form
- Customize data views and forms
- Understand workflows
- Copy and modify a workflow
- Work with data sources
- Add a linked data source
- Copy and modify a data source
- Understand templates
- Save a site as a template

Activate a site template in the Solution Gallery

Course Outline / Curriculum

Module One: Getting Started

- Workshop Objectives
- Pre-Assignment Review

Module Two: Opening and Closing SharePoint Designer

- About SharePoint Designer
- Opening SharePoint Designer
- Understanding the Interface
- Using Backstage View
- Closing SharePoint Designer
- Module Two: Review Questions

Module Three: Creating and Opening Sites

- Opening a Site
- Creating a New Blank Web Site
- Creating a Site from a Template
- Saving Sites
- Closing a Site
- Module Three: Review Questions

Module Four: Working with Sites

- Understanding the Site Tab
- Understanding the Site Summary Page
- Adding Users or Groups to Your Site
- Changing Site Permissions
- Editing or Deleting a Site
- Module Four: Review Questions

Module Five: Working with Lists and Libraries

- About Lists and Libraries
- Working with Lists and Libraries
- Creating a New List or Library
- Working with Columns in Lists and Libraries
- Module Five: Review Questions

Module Six: Working with Site Pages and Master Pages

- Working with Site Pages
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Working with Version History

- Editing a Page
- About Master Pages
- Working with Master Pages
- Working with Content Placeholders
- Module Six: Review Questions

Module Seven: Working with Content Types

- Understanding Content Types
- Working with Content Types
- Creating a Content Type
- Editing a Content Type
- Deleting a Content Type
- Adding Columns to a Content Type
- Module Seven: Review Questions

Module Eight: Working with Data Views and Forms

- About Data Views and List Views
- About Data View/Form Web Parts
- Creating a View
- Creating a Data Form
- Editing a List Form
- Customizing Data Views and Forms
- Module Eight: Review Questions

Module Nine: Working with Workflows

- About Workflows
- Understanding the Workflow Tab and Summary Page
- About Workflow Customization
- Copying and Modifying a Workflow
- Module Nine: Review Questions

Module Ten: Connecting to Data

- Working with Data Sources
- Adding a Linked Data Source
- Copying and Modifying a Data Source
- Module Ten: Review Questions

Module Eleven: Working with Templates

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About Templates

- Saving a Site as a Template
- Activating a Site Template in the Solution Gallery
- Module Eleven: Review Questions

Module Twelve: Wrapping Up

- Words from the Wise

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	SharePoint Designer 2010 Essentials
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____